Dear Exhibitor:
Your company is exhibiting at the event below.
Please direct this service manual to the person in charge of your exhibit.

GREATER ST. LOUIS DENTAL SOCIETY'S MID-CONTINENT DENTAL CONGRESS

OCTOBER 29 - 30, 2015

ST. CHARLES CONVENTION CENTER
ST. CHARLES, MISSOURI

HERITAGE
EXPOSITION SERVICES

Heritage Exposition Services • Toll Free: 1 (800) 360–4323 • Fax: (314) 533-0906 • exhibitorservices@heritageexpo.com
www.heritageexpo.com

General Information

Bronze Sponsor Booth
Each 10'x10' booth will be set with 8' high blue & gray back drape, 3' high blue side dividers and a 7" x 44" one-line identification sign. Exhibit booths will be carpeted in blue.

Silver Sponsor Booth
Silver sponsors will receive the same furnishings as listed above and will be assigned prime locations on the show floor. Booth draperies will be solid silver to highlight your location.

Gold Sponsor Booth
Gold sponsors will receive the same furnishings as listed above and will be located in the center aisle on the show floor. Booth draperies will be solid gold highlighting this area.

Complimentary Furniture Package
The **GSLDS** is offering a complimentary furniture package for each 10' x 10' booth space, including:

- One 6' skirted table (30" or 42" high)
- One side chair or high stool
- One wastebasket

To receive this furniture package, exhibitors must complete and submit the enclosed Complimentary Furniture Package order form to Heritage Exposition Services by October 14th, 2015.

Exhibit Hall Carpet
The aisles in the exhibit hall will be carpeted gray. If you require booth carpet in a different color than what is provided in the booth package, please refer to the enclosed carpet brochure and furniture/carpet rental order form.

Discount Price Deadline Date
In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Wednesday, October 14th, 2015
.

Shipments to Advance Warehouse Deadline Date
To avoid late fees all shipments to the advanced warehouse must arrive no later than Wednesday, October 21st, 2015.

Show Schedule

Exhibitor Move-In

Wednesday	October 28th	12:00 p.m. - 6:00 p.m.	

Exhibit Hours

Thursday	October 29th	9:00 a.m. - 6:30 p.m.	Happy hour will be held in the exhibit hall from 4:30 p.m. to 6:30 p.m.
Friday	October 30th	9:00 a.m. - 3:00 p.m.	

Exhibitor Move-Out

Friday	October 30th	3:00 p.m. - 6:30 p.m.	

- Empty crates and containers will begin being returned at 3:00 p.m., Friday, October 30th.
- All carriers must check-in no later than 4:30 p.m. on Friday, October 30th. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 4:30 p.m.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

Service Center Hours
The Heritage Exhibitor Service Center will be staffed during exhibitor move-in, show hours and exhibitor move-out.

Assistance
We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services at 314-534-8500.

We Appreciate Your Business

Remit To:

HERITAGE
EXPOSITION SERVICES
620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

CREDIT CARD AUTHORIZATION RECAP OF SERVICES FORM

One copy of this form with your check or credit card information must be forwarded to Heritage at the above address. All orders received at the Exhibitor Service Desk will be charged at standard rates. All outstanding balances must be paid by the close of the show. Adjustments to your invoice will not be made after the close of the show. Heritage requires that you provide a credit card authorization form if you require material handling, sign hanging or labor services. For your convenience, Heritage will use the authorization to charge your credit card for any charges which Heritage may be obligated to pay on behalf of exhibitor, including without limitation, any shipping charges from HES Logistics Inc., if incurred.

If you wish to charge the amount of your advance order to your credit card account, please complete the following:

Card Holder's Name (*Please print*): _____

Cardholder's Signature: _____

Credit Card Billing Address: _____

City: _____ **State:** _____ **Zip:** _____

Credit Card Number: _____ **V- Code** ___/___/___/___ **Expiration Date** ___/___
(3 – 4 Digit # On Back of Card or Front of AMEX)

Charge to: _____ American Express _____ MasterCard _____ Visa _____ Discover

If for any reason the submitted credit card or check is declined or returned, a $25.00 processing fee will be added to the final invoice. For your convenience, we will also process your card for payment of any additional charges incurred at show site. We will automatically provide this service unless informed otherwise by you.

FURNITURE/CARPET ..... $ _____
ACCESSORIES ..... $ _____
ESTIMATED MATERIAL HANDLING/DRAYAGE (Credit Card Required) ..... $ _____
PRIORITY EMPTY CONTAINER RETURN/ACCESSIBLE STORAGE ..... $ _____
ESTIMATED LABOR (Credit Card Required) ..... $ _____
RENTAL UNITS ..... $ _____
SIGN SERVICE ..... $ _____

Please note: In some instances equipment or services listed above may be handled by other contractors. Payment should be made directly to those contractors and not listed as part of the total due Heritage.

TOTAL AMOUNT DUE $ _____

NAME OF CONVENTION **2015 MID-CONTINENT DENTAL CONGRESS** BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____

NAME _____ DATE _____
(Signature)

Please Fax or Mail This Form Promptly To the Address Above-Retain One Copy for Your Files

CC-REC

Remit To:

HERITAGE
EXPOSITION SERVICES
620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

COMPLIMENTARY FURNITURE PACKAGE ORDER FORM

DEADLINE DATE: OCTOBER 14, 2015

The Greater St. Louis Dental Society is offering a complimentary furniture package for the 2015 Mid-Continent Dental Congress

Two optional furniture packages are being offered as listed below for each 10'x10' space occupied by the exhibiting company. Please indicate your selection and submit your order to Heritage Exposition Services by the deadline date of Wednesday, October 14th, 2015. (Note: Table skirting colors for bronze and silver sponsors will be silver. Gold table skirting will be provided for gold sponsors.) Any additional furnishings required may be ordered, at exhibitors expense, on the enclosed furniture/carpet rental order form.

Note: One (1) package allowed per 10' x 10' booth space.

☐ **Package "A"**
One (1) 6' long x 42" high skirted display table
One (1) Padded high stool (gray)
One (1) wastebasket with liner

Quantity of Option "A" packages _____

☐ **Package "B"**
One (1) 6' long x 30" high skirted display table
One (1) Plastic side chair (gray)
One (1) wastebasket with liner

Quantity of Option "B" packages _____

For additional rental items, please refer to the enclosed Furniture/Carpet Rental Order Form.

NAME OF CONVENTION **2015 MID-CONTINENT DENTAL CONGRESS** BOOTH # _____

EXHIBITOR NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____
(SIGNATURE) (PLEASE PRINT)

Mail This Form Promptly To The Address Above-Retain One Copy For Your File

HF04

Remit To:
HERITAGE
EXPOSITION SERVICES
620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

FURNITURE/CARPET RENTAL ORDER FORM

Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted. Fax orders will be accepted with enclosed credit card authorization form only. Charges for rental items listed below are for the duration of the show, and include delivery and removal. Cancellation of equipment delivered will be subject to a 100% cancellation charge for labor involved. Orders received after deadline are subject to availability.

ITEM #	QTY		DISCOUNT RATES	STANDARD RATES	AMOUNT
FURNITURE					
F60	_____	Plastic Side Chair (White)	47.40	61.65	_____
F50	_____	Padded Sled Base Chair (Gray)	61.85	80.45	_____
F9	_____	Padded Chair (Gray)	61.85	80.45	_____
F10	_____	Padded Arm Chair (Gray)	67.10	87.20	_____
F20	_____	Custom Padded Arm Chair	79.20	103.00	_____
F30	_____	Padded High Stool (Gray)	75.75	98.50	_____
F40	_____	Custom Padded High Stool	99.45	129.30	_____
LC01	_____	Leather Couch	495.00	643.50	_____
LC02	_____	Leather Chair	310.00	406.00	_____
F245	_____	Coffee Table	195.00	253.50	_____
F75	_____	Executive Chair	195.00	253.50	_____
	_____	30" Diameter Pedestal Table (Gray)	119.10	154.80	_____
	F80 ☐ 18" High	F90 ☐ 30" High	F100 ☐ 42" High		
CARPET					
C10	_____	9' X 10'	126.05	163.90	_____
C20	_____	9' X 20'	247.50	321.10	_____
C30	_____	9' X 30'	370.10	481.10	_____
C40	_____	9' X 40'	497.30	646.50	_____
C50	_____	9' X _____ Per 10' increment	126.05	163.90	_____
AREA CARPET (Indicate Dimensions for Special Size Carpet)					
C60	_____, _____' X _____'	per sq. ft. (100 sq. ft. min.)	2.15	2.75	_____

COLORS: ☐ RED ☐ BLUE ☐ HUNTER GREEN ☐ BURGUNDY ☐ PLUM ☐ GRAY ☐ BLACK

Area carpet is required for all booths larger than 30', or for booths configured as islands or peninsula areas.

PADDING AND VISQUEEN (90 sq. ft. min.)

C70	_____' X _____'	Carpet padding/per sq. ft.	1.05	1.35 _____
C80	_____' X _____'	Visqueen covering/per sq. ft.	.60	.80 _____

ITEM #	QTY		DISCOUNT RATES	STANDARD RATES	AMOUNT
DRAPED DISPLAY TABLE					
F110	_____	4' Table – 30" high	85.60	111.25	_____
F120	_____	6' Table – 30" high	102.95	133.80	_____
F130	_____	8' Table – 30" high	120.30	156.35	_____
F140	_____	4' Table – 42" Counter high	106.40	138.30	_____
F150	_____	6' Table – 42" Counter high	123.75	160.85	_____
F160	_____	8' Table – 42" Counter high	141.10	183.45	_____
F170	_____	4th side table drape	35.85	46.60	_____

COLORS: ☐ RED ☐ BLUE ☐ TEAL ☐ BURGUNDY ☐ HUNTER GREEN ☐ PLUM ☐ GRAY ☐ BLACK ☐ WHITE ☐ GOLD ☐ EXPO GREEN

UNDRAPED DISPLAY TABLE					
F190	_____	4' Table – 30" high	54.95	71.40	_____
F200	_____	6' Table – 30" high	67.10	87.20	_____
F210	_____	8' Table – 30" high	79.80	103.75	_____
F220	_____	4' Table – 42" Counter high	59.55	77.45	_____
F230	_____	6' Table – 42" Counter high	70.55	91.70	_____
F240	_____	8' Table – 42" Counter high	86.15	112.00	_____
TABLE RISERS COVERED WHITE (Riser Dimension: 10" Wide x 8" high)					
F250	_____	4' Long riser	37.80	49.15	_____
F260	_____	6' Long riser	46.50	60.45	_____
F270	_____	8' Long riser	56.20	73.05	_____
SPECIAL DRAPE BACKGROUNDS					
F280	_____	3' H. Background/per ft.	11.55	15.05	_____
F290	_____	8' H. Background/per ft.	12.70	16.55	_____

COLORS: ☐ RED ☐ BLUE ☐ TEAL ☐ BURGUNDY ☐ HUNTER GREEN ☐ PLUM ☐ GRAY ☐ BLACK ☐ WHITE ☐ GOLD ☐ EXPO GREEN

*Show colors will be given when color is not selected.

TOTAL ORDER _____

NAME OF CONVENTION **2015 MID-CONTINENT DENTAL CONGRESS** BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____
(SIGNATURE) (PLEASE PRINT)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File

Furniture/Carpet

Furniture

F60

F50

F9

F10

F30

F20

F40

F75

LC02

F245

LC01

Furniture

F60 Plastic Side Chair, White
F50 Padded Sled Base Chair, Gray
F9 Padded Chair, Gray
F10 Padded Arm Chair, Gray
F30 Padded High Stool, Gray
F20 Padded Arm Chair, Custom
F40 Padded High Stool, Custom
F75 Executive Chair
LC02 Leather Chair
F245 Coffee Table
LC01 Leather Couch

Carpet

Black

Red

Burgundy

Gray

Blue

Plum

Hunter Green

Display Tables

F80

F90

F100

Pedestal Tables

F80 Pedestal Table 30″ x 18″ h
F90 Pedestal Table 30″ x 30″ h
F100 Pedestal Table 30″ x 42″h

Draped Display Tables

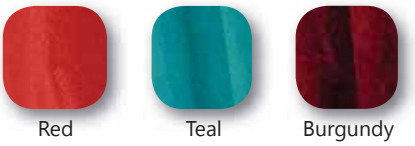
F110 4′ x 2′x 30″
F120 6′ x 2′ x 30″
F130 8′ x 2′ x 30″
F140 4′ x 2′ x 42″
F150 6′ x 2′ x 42″
F160 8′ x 2′ x 42″

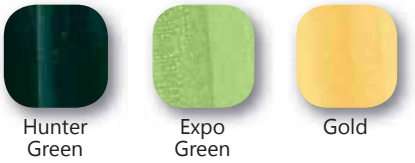
Undraped Display Tables

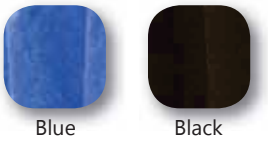
F190 4′ x 2′x 30″
F200 6′ x 2′ x 30″
F210 8′ x 2′ x 30″
F220 4′ x 2′x 42″
F230 6′ x 2′ x 42″
F240 8′ x 2′ x 42″

F190
F220

F110
F140







F200
F230

F120
F150

F210
F240

F130
F160

Remit To:

HERITAGE
EXPOSITION SERVICES
620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

ACCESSORIES/DISPLAY RENTAL ORDER FORM

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ACCESSORIES

ITEM #	QTY		DISCOUNT RATES	STANDARD RATES	AMOUNT
A10	____	Wastebasket	16.65	21.65	____
A20	____	Tripod Easels	27.75	36.10	____
D250	____	Chrome Sign Holder	102.35	133.05	____
A30	____	Chrome Stanchion	20.80	27.05	____
A40	____	Velour Rope 6′ Black	20.80	27.05	____
A50	____	Coat Tree	60.35	78.50	____
A60	____	Chrome Bag Rack	60.35	78.50	____
A70	____	Literature Rack	117.95	153.35	____
A80	____	Garment Rack 5′	64.75	84.20	____
A90	____	2 Way Straight Arm Rack	88.80	115.45	____
A100	____	4 Way Slant Arm Rack	99.45	129.30	____
A106	____	Raffle Ticket Drum	55.00	71.50	____
A107	____	Fishbowl	20.00	26.00	____
A110	____	6′ Tensabarrier	94.35	122.70	____

DISPLAY

ITEM #	QTY		DISCOUNT RATES	STANDARD RATES	AMOUNT
D10	____	Pegboard Panels (4'x8')	166.55	216.50	____
D11	____	Pegboard 6″ Single Hook	8.35	10.85	____
D12	____	Pegboard 8″ Single Hook	9.70	12.65	____
D20	____	Tackboard Panels (4'x8') ☐ Horiz. ☐ Vert.	124.90	162.40	____
D31	____	Fabric Impact Panel 1 Meter x 8	305.30	396.89	____
D40	____	Gridwall 2′x8′ Black	113.80	147.95	____
D60	____	Gridwall 6″ Single Hook	8.35	10.85	____
D70	____	Gridwall 8″ Single Hook	9.70	12.65	____
D50	____	Slatwall 1 Meter x 8	152.65	198.45	____
D120	____	Slatwall Waterwalls Hooks	25.00	32.50	____
D121	____	Slatwall 8″ Bracket	9.70	12.65	____
D130	____	Shelf 1 meter wide	41.65	54.15	____
D220	____	Arm Light	37.00	48.10	____
D140	____	4′ Full View Showcase	367.80	478.10	____
D150	____	6′ Full View Showcase	395.55	514.20	____
D160	____	4′ Quarter View Showcase	312.25	405.95	____
D170	____	6′ Quarter View Showcase	351.60	457.05	____
MD20	____	Display Counter 1 Meter	388.60	505.15	____
MD10	____	Display Counter 2 Meter	543.55	706.65	____
MD22	____	Curved Counter 1 Meter	427.46	555.67	____
MD30	____	Display Cabinet 2 Meter	388.60	505.15	____

TOTAL ORDER _____

NAME OF CONVENTION **2015 MID-CONTINENT DENTAL CONGRESS** BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ (SIGNATURE) EMAIL _____ NAME _____ (PLEASE PRINT) DATE _____

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File

FC-H

Accessories

A10

D250

A30

A40

A20

A70

A80

A60

A100

A80

A110

A106

A107

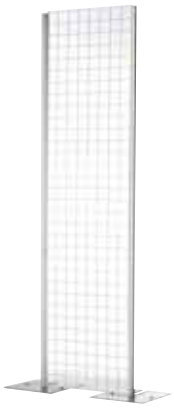
Accessories:

A10 Wastebasket
A20 Tripod Easel
D250 Chrome Sign Holder
A30 Chrome Stanchion
A40 Velour Rope 6′ Black
A50 Coat Tree
A60 Chrome Bag Rack
A70 Literature Rack
A80 Garment Rack 5′
A90 2 Way Straight Arm Rack
A100 4 Way Slant Arm Rack
A110 6′ Tensabarrier
A106 Raffle Ticket Drum
A107 Fishbowl

Display

D10

D50



D40

D31

D11
D12

D121

D60
D70

D130

D220

D120

D140
D150 (Shown)

D160
D170 (Shown)

D20
D30 (Shown)

MD30

MD20 (Shown)
MD21

MD22

Display

D10 Pegboard Panels 4'x8' Vertical
D50 Slatwall 1 Meter x 8'
D40 Gridwall 2'x8'
D31 Fabric Impact Panel 1 Meter x 8
D11 Pegboard 6" Single Hook
D12 Pegboard 8" Single Hook
D121 Slatwall 8" Bracket
D60 Gridwall 6" Single Hook
D70 Gridwall 8" Single Hook
D130 Shelf 1 meter wide x 12" deep
D220 Arm Light
D120 Slatwall Waterwalls Hooks
D140 4' Full View Showcase
D150 6' Full View Showcase
D160 4' Quarter View Showcase
D170 6' Quarter View Showcase
D20 Vertical Tackboard
D30 Horizontal Tackboard
MD30 Display Cabinet 1 Meter
MD20 Display Counter 1 Meter
MD21 Display Counter 2 Meter
MD22 Curved Counter 1 Meter

Remit To:

HERITAGE
EXPOSITION SERVICES
620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

MODULAR RENTAL DISPLAY ORDER FORM

Cancellation: No refunds if cancelled after the deadline.
Late Request: Request after deadline will be filled as available at the standard rate.

Choose Your Exhibit – Check One

☐ MD01 DISPLAY ONE: 10′ STANDARD DISPLAY

Package Includes:
Installation and dismantling labor
1 Header
One 10′ x 10′ Standard Carpet
One 1 meter counter
Three Arm Lights

ADVANCED RATE	STANDARD RATE
$1,811.25	$2,354.65

☐ MD02 DISPLAY TWO: 20′ STANDARD DISPLAY

Package Includes:
Installation and dismantling labor
One 10′ x 20′ Standard carpet
2 Headers
One 2 meter counter
Two 1 meter counters
6 Halogen Lights

ADVANCED RATE	STANDARD RATE
$4,147.50	$5,391.75

☐ MD03 DISPLAY THREE: 20′ DELUXE DISPLAY

Package Includes:
Installation and dismantling labor
One 10′ x 20′ Standard Carpet
2 Headers
One 1.5 meter counter
Four shelves
5 Halogen Lights

ADVANCED RATE	STANDARD RATE
$4,462.50	$5,801.25

☐ MD04 DISPLAY FOUR: 20′ DELUXE DISPLAY

Package Includes:
Installation and dismantling labor
One 10′ x 20′ Standard carpet
1 Header
4 Counters
5 Halogen Lights

ADVANCED RATE	STANDARD RATE
$4,856.25	$6,313.15

☐ MD05 DISPLAY FIVE: 20 X 20 ISLAND DISPLAY

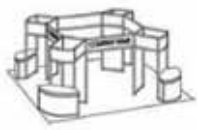
Package Includes:
Installation and dismantling labor
One 20′ x 20′ Standard carpet
2 Headers
4 Counters

ADVANCED RATE	STANDARD RATE
$8,006.25	$10,408.15

☐ MD06 DISPLAY SIX: 20 X 20 ISLAND DISPLAY

Installation and dismantling labor
One 20′ x 20′ Standard carpet
4 Headers
4 Counters

ADVANCED RATE	STANDARD RATE
$8,662.50	$11,261.25



Circle your carpet color:

Black Blue Burgundy Gray Red

Choose Your Panels Standard and Optional Panel Choices

	Advanced Rates:	Advanced Rates:
☐ White Hardwall	Included	Included
☐ Blue/Gray Velcro – Circle: Blue or Gray	Included	Included
☐ Opt. Color Hardwall (per panel) - Specify	$70.00 ea.	$91.00 ea.

Indicate Your Header Sign Copy

Your company name will be printed in block lettering on the White Header sign.
Check which color lettering you would like ☐ Black ☐ Blue ☐ Red
☐ Please indicate here if you would like us to assist you with logo identification or other customized graphics.

• Remember to order the following items, they are NOT included in booth package; • Furniture • Electrical Service • Custom Logo • Floral • Cleaning Service

☐ **Yes, I have completed and enclosed the Payment Form** Sub. Total_____

TOTAL ORDER_____

NAME OF CONVENTION **2015 MID-CONTINENT DENTAL CONGRESS** BOOTH #_____

FIRM NAME_____ PHONE #_____ FAX_____

ADDRESS_____ CITY_____ STATE_____ ZIP_____

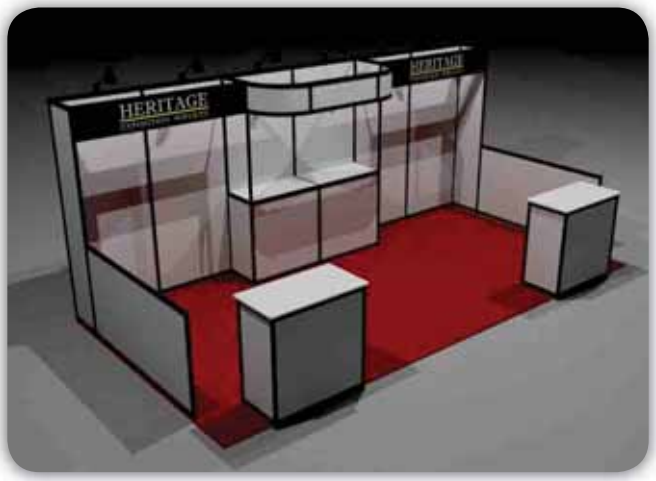
BY_____ EMAIL_____ NAME_____ DATE_____

(SIGNATURE) (PLEASE PRINT)

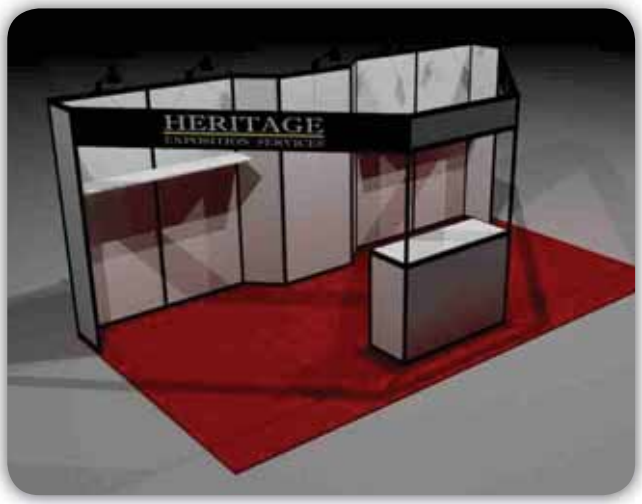
Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File

Modular Displays

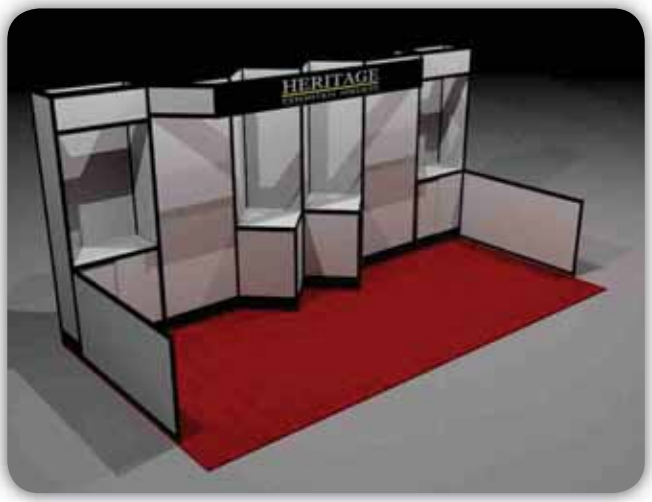
MD01 Modular Hardwall Display Package 1



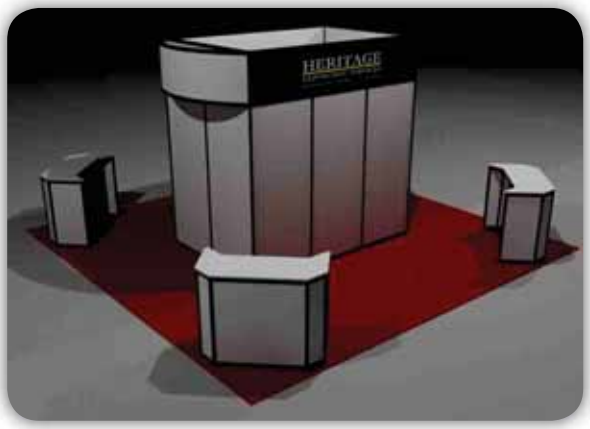
MD02 Modular Hardwall Display Package 2



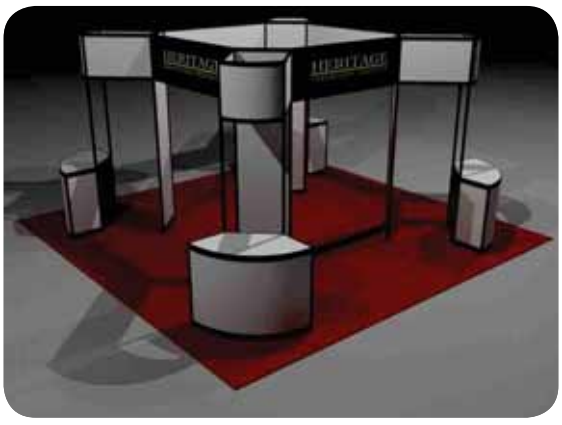
MD03 Modular Hardwall Display Package 3



MD04 Modular Hardwall Display Package 4



MD05 Modular Hardwall Display Package 5



MD06 Modular Hardwall Display Package 6

Remit To:
HERITAGE
EXPOSITION SERVICES
Phone 314/534-8500 • Fax 314/533-0906

SHIPPING INSTRUCTIONS
MATERIAL HANDLING INFORMATION

Heritage shall not be liable for piece count or condition of any shipments received without individual carrier receipts or freight bills from carriers such as UPS, Federal Express, Express Mail, Parcel Post, private vehicles, etc, due to their delivery procedures.

A. SHIPMENTS TO WAREHOUSE

Heritage Exposition Services will start receiving crated, boxed or skidded materials 30 days prior to show move-in. Shipments will be received Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m. For uncrated and loose shipments, please refer to shipments to show site below. Shipments must be sent with freight charges prepaid**. Collect shipments will not be accepted**. A 200 lb. minimum will apply for each shipment received. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

Label each piece and address all shipping documents/bills of lading as follows for shipments to warehouse:

EXHIBITOR COMPANY NAME
HERITAGE EXPOSITION SERVICES
3681 NEW TOWN BLVD.
ST. CHARLES, MO 63301
FOR: 2015 MID-CONTINENT DENTAL CONGRESS

BOOTH NO._____
TOTAL PIECES_____
APPROX. WT. _____

****DELIVERIES TO THE WAREHOUSE *MUST* BE MADE BETWEEN THE HOURS OF 10 AM – 4 PM, MONDAY THROUGH FRIDAY****

RATES FOR SHIPMENTS TO WAREHOUSE **Deadline Date: Wednesday, October 21, 2015 To Avoid Late Fees**

	Description	Rate per 100 lbs.	Min Charge
I	Packaged Shipments to the Advance Warehouse	$ 92.00	$ 184.00
II	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Advance Warehouse	$ 110.40	$ 220.80
III	Packaged Shipments to the Advance Warehouse after the deadline date	$ 115.00	$ 230.00
IV	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS, or U.S. Mail to the Advance Warehouse after the deadline date	$ 133.40	$ 266.80

B. SHIPMENTS TO SHOW SITE

Heritage Exposition Services will receive and unload shipments at show site only during scheduled exhibitor move-in times. Do not ship to show site at any other times, as the facility has no provisions to accept advance shipments. Shipments must be sent with freight charges prepaid**. Collect shipments will not be accepted.** A 200 lb. minimum will apply for each shipment received. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

Label each piece and address all shipping documents/bills of lading as follows for shipments to show site:

EXHIBITOR COMPANY NAME
C/O HERITAGE EXPOSITION SERVICES
ST. CHARLES CONVENTION CENTER
1 CONVENTION CENTER PLAZA
ST. CHARLES, MO 63303
FOR: 2015 MID-CONTINENT DENTAL CONGRESS

BOOTH NO._____
TOTAL PIECES _____
APPROX. WT. _____

RATES FOR SHIPMENTS TO SHOWSITE

	Description	Rate per 100 lbs.	Min Charge
VI	Packaged Shipments to the Show site	$ 84.25	$ 168.50
VII	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Show site	$ 101.10	$ 202.20
VIII	Loose or Uncrated Shipments or Shipments requiring Special Handling to the Show site (Rate will not be split for mixed shipments. The uncrated rate will apply)	$ 117.95	$ 235.90

The per cwt. (100 lb.) rates listed above are based on inbound weight only, rounded up to the next 100 lbs.. Services include receiving, unloading, delivery to booth, storage and return of empty containers, moving materials to the dock and reloading on designated outbound carrier.

ESTIMATED COSTS. * (Round to next highest whole number)

Estimated Weight in lbs._____ ÷ 100 = _____* x Rate _____ = _____ Total

CONTINUED ON NEXT PAGE

D. INBOUND SHIPMENTS

All shipments must have a bill-of-lading or delivery receipt showing number of pieces, true weight, and description of merchandise. If shipments arrive without weight on bill-of-lading and weight is unobtainable, Heritage will estimate the weight. If actual scale weights are not submitted prior to move-out the estimated weight will be final and binding. All shipments received are subject to reweigh. Copies of bills-of-lading, with the name of the carrier, should be forwarded to HERITAGE EXPOSITION SERVICES as soon as shipments are made. This will assist in tracing, if required. Shipments received at the warehouse after scheduled exhibitor set-up or shipments received at show site after exhibitor move-in times, are subject to surcharges to cover additional trucking or labor and will be billed accordingly.

E. EMPTY CONTAINER LABELS

Empty container labels will be available at the service desk for all exhibitors using Heritage material handling services. Affixing the labels is the sole responsibility of the exhibitor or his representative. All previous labels should be removed or obliterated. Heritage assumes no responsibility for removal of containers with old empty labels, improper information on empty labels or valuables stored in containers removed for storage.

F. ADDITIONAL AVAILABLE SERVICES

All per 100 lb. Rates quoted in the foregoing do not include any Blocking, Spotting, or Bracing in booth, or Local pickups for deliveries. For such services, the following rates apply:

	STRAIGHT TIME	**OVERTIME**
Material Handler	$ 62.75 per hr.	$ 94.13 per hr. (One Hour Minimum)
Local Pickups & Deliveries	$ 149.20 per hr.	$ 223.80 per hr. (One Hour Minimum)

G. SPECIAL SERVICES

Metal banding will be available for securing outbound shipments at a rate of .50 per foot, plus labor (One Hour Minimum). Shrink wrap of a pallet will be charged at $50.00 per pallet. Mobile equipment will be moved into and out of the exhibit facility at $150.00 per round trip unless otherwise noted in this kit.

H. OUTBOUND SHIPMENTS

Exhibitors are responsible for labeling their exhibit materials and providing outbound shipping information. To assist you with these arrangements, Heritage will have a Service Desk in the exhibit hall with labels, bills-of-lading and available shipping information. When materials are labeled, packed and ready to be shipped, completed bills-of-lading should be turned in at the Service Desk. Pick ups for local deliveries or small package shipments, i.e., UPS and Parcel Post should be dealt with in the same manner as all other outbound shipments. In order to expedite removal of materials, Heritage reserves the right to change designated carriers, if such carriers fail to pickup or refuse to accept shipments. Where no disposition is made, materials will be returned to the warehouse awaiting shipping instructions.

I. RETURNED SHIPMENTS TO HERITAGE WAREHOUSE

Where no disposition has been made for outbound shipments or later scheduled pickups are necessary; Heritage will return exhibit materials to the warehouse and load on outbound carriers at the rate of 30.00 per 100 lbs. or fraction thereof for each shipment returned. Minimum charge: 300.00.

J. LIMITS OF LIABILITY AND RESPONSIBILITY

1. Heritage Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth and shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Heritage Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bills-of lading covering outgoing shipments, which are furnished by Heritage Exposition Services to exhibitors, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.
3. Heritage Exposition Services liability shall be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event Heritage Exposition Services' maximum liability shall be limited to $ .30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less.
4. Heritage Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

AUTHORITY TO HANDLE
All terms and conditions herein stated are understood and accepted.

NAME OF CONVENTION **2015 MID-CONTINENT DENTAL CONGRESS** BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX# _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____
(Signature) (Please Print)

Please Fax or Mail This Form Promptly To Heritage Exposition Services-Retain One Copy For Your File.

MH-H

Remit To:

HERITAGE
EXPOSITION SERVICES
620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

PRIORITY RETURN/ ACCESSIBLE STORAGE FORM

All orders must have a credit card authorization form on file.

Priority Empty Container Return

This service provides for the priority return of your empties to your booth after the close of the show. This service must be ordered prior to the removal of your empties. If you would like this service, please fill out the information below and return to Heritage Exposition Services, Inc..

Priority Empty Container Return.....$100.00 per container
Estimated Number of Pieces....._____

PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE PIECES HAVE BEEN TAKEN TO STORAGE

ACCESSIBLE STORAGE

A storage area will be available for exhibitor's samples and literature in the facility. Depending on space available in the facility, these items may be stored on trailers in the loading dock area. Heritage employees will be available to access storage items during show hours, one hour prior to show opening, and one half hour after show closing each day. All materiel in storage on the last day of the show will be returned to their designated booth space at the close of the show. Due to fire regulations and for security purposes, NO LARGE DELIVERIES CAN BE MADE DURING SHOW HOURS. Show management reserves the right to stop deliveries at any time during the show hours, so please schedule deliveries prior to show opening. Storage space may be limited. Orders MUST be received by the deadline date to guarantee storage space. The charge for storage space is as follows:

Accessible Storage Rate: $100.00 base charge, plus labor charges per delivery (one hour minimum)
Labor Rates:
Straight Time: (one hour minimum per man).....$62.75
8:00 a.m. - 4:30 p.m. Monday - Friday
Over Time: (one hour minimum per man).....$94.13

YES, I wish to reserve space for accessible storage, I plan on storing _____pallets/boxes/crates/cases
(# of pieces) (circle one)

Deliveries
To have items placed in or removed from accessible storage, please notify the Heritage Service Desk.

ALL GOODS STORED WITH HERITAGE ARE STORED AT YOUR OWN RISK. We shall not be liable for any injury, damage, loss, theft, or destruction, including, but not limited to damage from atmospheric conditions or rust, negligence (whether caused by ourselves or by servants, agents, employees or others), failures to act breach of contract, breach of warranty, water condensation, fire, floods, acts of God or any act beyond our sole control. We are not liable for any direct, consequential, or incidental damages nor for loss of profit or loss due to failures to obtain or turnover goods at any particular time or place whatsoever, however such loss may be incurred. We are not liable for or chargeable with any loss of sales, income, resale, commissions, or brokerage, nor for any freight or demurrage.

(Please Print)
NAME OF CONVENTION **2015 MID-CONTINENT DENTAL CONGRESS** BOOTH #_____

FIRM NAME_____ PHONE #_____ FAX# _____

ADDRESS_____ CITY_____ STATE_____ ZIP _____

BY_____ EMAIL_____

NAME_____ DATE _____
(Signature)

Please Fax or Mail This Form Promptly To Heritage Exposition Services-Retain One Copy For Your File.

HERITAGE
Exposition Services

DO NOT DELAY!

ADVANCE SHIPMENT TO WAREHOUSE

TO:_____
EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE EXPOSITION SERVICES
3681 NEW TOWN BLVD.
ST. CHARLES, MO 63301

FOR: 2015 MID-CONTINENT DENTAL CONGRESS

HERITAGE
Exposition Services

DO NOT DELAY!

ADVANCE SHIPMENT TO WAREHOUSE

TO:_____
EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE EXPOSITION SERVICES
3681 NEW TOWN BLVD.
ST. CHARLES, MO 63301

FOR: 2015 MID-CONTINENT DENTAL CONGRESS

HERITAGE
Exposition Services

DO NOT DELAY!

ADVANCE SHIPMENT TO WAREHOUSE

TO:_____
EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE EXPOSITION SERVICES
3681 NEW TOWN BLVD.
ST. CHARLES, MO 63301

FOR: 2015 MID-CONTINENT DENTAL CONGRESS

HERITAGE
Exposition Services

DO NOT DELAY

ADVANCE SHIPMENT TO WAREHOUSE

TO:_____
EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE EXPOSITION SERVICES
3681 NEW TOWN BLVD.
ST. CHARLES, MO 63301

FOR: 2015 MID-CONTINENT DENTAL CONGRESS

HERITAGE
EXPOSITION SERVICES

IMPORTANT NOTICE
REGARDING DIRECT SHIPMENTS

Please be aware that the St. Charles Convention Center does NOT receive exhibitor freight, literature or supplies through the convention center package room. The venue's package room is too small to handle Exhibit Materials and the convention center's everyday receiving. All exhibit materials, being shipped directly to show site must be addressed as listed below to insure unloading and delivery to your booth area.

NOTE: Direct shipments will only be received beginning at 8:00 a.m., Wednesday, October 28th, 2015. Any materials sent to the convention center prior to this date may be returned to sender and/or may be turned over to Heritage Exposition Services and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to venue assessed fees.

EXHIBITOR COMPANY NAME _____

BOOTH NUMBER _____

C/O HERITAGE EXPOSITION SERVICES
ST. CHARLES CONVENTION CENTER
1 CONVENTION CENTER PLAZA
ST. CHARLES, MO 63303

FOR: 2015 MID-CONTINENT DENTAL CONGRESS

All shipments should be accompanied with a Bill of Lading or Packing List indicating the total weight of shipment and piece count.

See the enclosed Shipping Information/Material Handling Order Form for detailed service descriptions, rates and limits of liability.

WE APPRECIATE YOUR COOPERATION.
HERITAGE EXPOSITION SERVICES

HERITAGE
Exposition Services

DO NOT DELAY

DIRECT SHIPMENT TO SHOW SITE

MUST NOT ARRIVE BEFORE WEDNESDAY, OCTOBER 28, 2015

TO:_____
EXHIBITOR NAME

BOOTH NUMBER:_____

C/O HERITAGE EXPOSITION SERVICES
ST. CHARLES CONVENTION CENTER
1 CONVENTION CENTER PLAZA
ST. CHARLES, MO 63303

FOR: 2015 MID-CONTINENT DENTAL CONGRESS

HERITAGE
Exposition Services

DO NOT DELAY

DIRECT SHIPMENT TO SHOW SITE

MUST NOT ARRIVE BEFORE WEDNESDAY, OCTOBER 28, 2015

TO:_____
EXHIBITOR NAME

BOOTH NUMBER:_____

C/O HERITAGE EXPOSITION SERVICES
ST. CHARLES CONVENTION CENTER
1 CONVENTION CENTER PLAZA
ST. CHARLES, MO 63303

FOR: 2015 MID-CONTINENT DENTAL CONGRESS

HERITAGE
Exposition Services

DO NOT DELAY

DIRECT SHIPMENT TO SHOW SITE

MUST NOT ARRIVE BEFORE WEDNESDAY, OCTOBER 28, 2015

TO:_____
EXHIBITOR NAME

BOOTH NUMBER:_____

C/O HERITAGE EXPOSITION SERVICES
ST. CHARLES CONVENTION CENTER
1 CONVENTION CENTER PLAZA
ST. CHARLES, MO 63303

FOR: 2015 MID-CONTINENT DENTAL CONGRESS

HERITAGE
Exposition Services

DO NOT DELAY

DIRECT SHIPMENT TO SHOW SITE

MUST NOT ARRIVE BEFORE WEDNESDAY, OCTOBER 28, 2015

TO:_____
EXHIBITOR NAME

BOOTH NUMBER:_____

C/O HERITAGE EXPOSITION SERVICES
ST. CHARLES CONVENTION CENTER
1 CONVENTION CENTER PLAZA
ST. CHARLES, MO 63303

FOR: 2015 MID-CONTINENT DENTAL CONGRESS

HES LOGISTICS
FREIGHT SERVICES

HES Logistics is a convenient one stop shipping resource for all your exposition transportation needs...

Inbound Shipment Solutions

• Our trade show specialists will work with you to provide the right solution for moving your exhibit to and from the event, including continuous monitoring of shipment progress.

• Utilization of our advance warehouse facilities ensures a streamlined shipping process as well as priority delivery and tracking to the show floor.

• Shipping costs are quoted in advance. Due to our shipping volume, HES Logistics is able to offer competitive pricing, regardless of the size of your shipment.

- **Competitive round trip/one way pricing. "Priority Empty" return treatment of exhibit empties. LTL, air & expedited services.**
- **Continuous tracking & monitoring of inbound and outbound shipment progress.**
- **Single source invoicing.**
- **Call 1-866-493-1675**

Outbound Shipment Solutions

• All HES Logistics freight is given "Priority Empty" service. At the service desk you will be provided your priority empty return labels and your freight will be delivered first once the show breaks.

• HES Logistics on-site representatives will assist you in selecting the right shipment option for your freight and packages after the show.

• Coordinated pickups and on-site personnel at the show allow you to expedite the dismantle process and allow you to get off the show floor sooner.

• Single source invoicing will include all show charges to avoid unnecessary paperwork and streamline your payment process.

Exhibit Transportation Order/Estimate Form

HES LOGISTICS
FREIGHT SERVICES

SHOW NAME:_____

SHOW LOCATION:_____

PLEASE ARRANGE TRANSPORTATION FOR MY EXHIBIT MATERIALS ☐

PICK UP INFORMATION

COMPANY NAME_____BOOTH NUMBER _____

STREET ADDRESS_____SUITE/FL. NO. _____

CITY _____ STATE_____ ZIP _____

PICK UP DATE _____OFFICE HOURS_____

DOCK ACCESS ☐YES ☐NO

RESIDENTIAL ☐YES ☐NO

NO. OF PIECES	DESCRIPTION	DIMENSIONS	GROSS WEIGHT

FOR DIMENSIONS PLEASE PROVIDE L x W x H

INSURANCE (Optional): ☐YES ☐NO Declared Value:_____

CONTACT INFORMATION

CONTACT NAME_____

TELEPHONE_____FAX _____

EMAIL ADDRESS _____

PLEASE FAX OR EMAIL TO:

PHONE: 1-708-361-3722 exhibitfreight@heslogistics.com Fax: 1-708-361-3866

SERV-ALL GRAPHICS • 681-8883

COMPLETE ALL SHADED AREAS . . . SEE BACK OF PART 1

STRAIGHT BILL OF LADING - SHORT FORM - ORIGINAL - Not Negotiable

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading.

the property described below, in apparent good order, except as noted (contents and condition of contents of package unknown) marked, consigned, and destined as indicated below, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill Lading set forth (1) in Official, Southern, Western, and Illinois Freight Classifications in effect on the date hereof. If this is a rail or a rail-water shipment, or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment.
Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, set forth in the classifications or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

BOOTH NUMBER	
CONVENTION	
DATE	TRAILER NO.
SHIPPERS NUMBER	

From YOUR COMPANY NAME ▶

AT FACILITY ▶ /CITY ▶ /STATE ▶

CONSIGNED TO CO. NAME ▶

STREET ▶

CITY/STATE/ZIP CODE ▶

ATTENTION ▶ TELEPHONE ▶

FREIGHT CHARGES ARE TO BE "MARK ONE"

PREPAID	COLLECT

CARRIER REQUESTED HES Logistics

CARRIER USED

Indicate desired method of shipment : ☐ Common Carrier ☐ Air Freight ☐ Van Lines ☐ Company Truck ☐ Overnite Carrier ☐ Customer Pick up

Desired Arrival Date _____

Number Pieces	KIND OF PACKAGE, DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS	*Weight (Sub. to Cor.)	Class or Rate	Check Column
	Crates Exhibition Paraphenalia (Item 154630-NMFC)			
	Cartons			
	Cases / Trunks			
	Skids			
	Carpets			
	←TOTAL PIECES VALUE: _____ TOTAL WEIGHT→			

SEND FREIGHT CHARGES TO

SEND FREIGHT CHARGES TO:

Company Name **HES Logistics, Inc.**

Street **620 Shenandoah Ave.**

City, State **St. Louis, MO 63104**

Attn: Telephone **1-866-493-1675**

INSTRUCTIONS

RETURN COMPLETE BILL OF LADING TO SERVICE DESK.

HERITAGE EXPOSITION SERVICE IS NOT RESPONSIBLE FOR SHIPMENTS LEFT IN BOOTH BY EXHIBITOR. WE WILL COUNT AND SHIP PIECES AS WE FIND SHIPMENT WHEN WE REMOVE FROM EXHIBIT HALL. EXHIBITORS MUST INSURE THEMSELVES AGAINST LOSS OR THEFT.

IF CONSIGNED TO ADDRESS AND BILL TO ADDRESS ARE THE SAME, FREIG HT WILL BE SENT COLLECT (CHARGES TO BE PAID BY CONSIGNEE) UNLESS PRIOR ARRANGEMENTS ARE MADE DIR ECTLY WITH FREIGHT CARRIER

Day: _____ Date: _____ Time: _____

X _____ / _____
SIGNATURE OF SHIPPER PRINT

X _____
SIGNATURE OF CARRIER OR AGENT

1

ORIGINAL

HERITAGE
EXPOSITION SERVICES
620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

IMPORTANT INFORMATION
REGARDING OUTBOUND SHIPMENTS

To ensure that your outbound shipment is handled according to your instructions, please be advised of the following:

- **CONTACT YOUR CARRIER TO SCHEDULE PICK UP OF YOUR SHIPMENT.** You must call your carrier, unless you are using the show recommended carrier. Carriers, including FED EX and UPS, will not pick up your shipment unless you have made arrangements with them. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted to Heritage's show carrier.

- **PACK AND LABEL YOUR MATERIALS.** Banding, shrink wrap and shipping labels are available at the Heritage Service Desk.

- **COMPLETE AND TURN IN A HERITAGE BILL OF LADING FOR EACH OUTBOUND SHIPMENT.** Bill of ladings may be obtained from the Heritage Service Desk. Complete a bill of lading for each shipment/destination. Turn in all completed bill of ladings to the Heritage Service Desk once your shipments are ready to be loaded out.

- For your convenience, show recommended carriers are available to handle outbound transportation.

Thank you and we hope you have a great show!

HERITAGE
EXPOSITION SERVICES

LABOR GUIDELINES & NON-OFFICIAL CONTRACTOR RULES FOR EXHIBITOR PARTICIPATION`

MATERIAL HANDLING

Regulations require that the official material handling contractor off-load all equipment and display materials for **ALL** trucks, including box rental trucks of any size and all rental vans using the loading dock. **The use of fork trucks, pallet jacks and lift gates are permitted by personnel of the official drayage contractor.**

Exhibitors are allowed to perform their own material handling, provided they meet all of the following criteria:

Personnel performing the work must be **bonafide, full-time employees** of the exhibiting company.

They may load/unload uncrated materials from a mini-van, car, station wagon or pick-up truck owned by the exhibiting company.

They may use **only** hand-operated equipment, which they have provided, two-wheeled hand trucks and four-wheeled flat carts are permitted.

EXHIBIT INSTALLATION AND DISMANTLING

Full time employees of the exhibiting companies may set their own exhibits without assistance from the union employees. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union. Labor can be ordered in advance by returning the Labor Order Form, or at show, at the service desk. Proof of full time employment status may be requested by the Union.

NON-OFFICIAL CONTRACTOR RULES

Non-Official Installation and Dismantling Contractors must use Union labor. Supervision by Non-Official is allowed.

The following is required:

A. Non-Official must furnish Show Management the names and addresses and telephone numbers of key executives for emergency contact.
B. All personnel must be properly badged at show sit.

This statement and insurance rider **is not** required by the exhibitors who plan to set-up and dismantle their own booths or equipment with their own employees.

All Non-Officials Installation and Dismantle Contractor (supervisors) will be allowed on the exhibit floor **only** during official installation and dismantle hours, and must be identified with a temporary work pass, either supplied by Show Management of the Official service Contractor.

TIPPING

HERITAGE EXPOSITION SERVICES requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Heritage representative at the service desk or correspondence may be directed to the attention of the General Manager at the Heritage office.

SAFETY

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support standing weight. HERITAGE EXPOSITION SERVICES cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form and the necessary ladders and tools will be provided.

Remit To:

HERITAGE
EXPOSITION SERVICES
620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

EXHIBITOR APPOINTED CONTRACTOR
THIRD PARTY AUTHORIZATION

EXHIBITOR APPOINTED CONTRACTOR

If your company plans to use a firm who is not the official service contractor as designated by Show Management, please complete this form and return to the address above.

NOTE: If you require material handling, sign hanging or exhibit labor, Heritage requires a completed credit card authorization form on file in order to provide these services.

EXHIBITOR APPOINTED CONTRACTOR

_____

ADDRESS

_____

_____

CONTACT PERSON

_____

PHONE

_____

Inform your Exhibitor Appointed Contractor that they must send a copy of a General Liability Insurance Certificate no later than 30 days prior to show date or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to assure that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

THIRD PARTY AUTHORIZATION

FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR: We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company. The items checked below are to be invoiced to the third party:

- ☐ ALL SERVICES
- ☐ BOOTH CLEANING
- ☐ I & D LABOR
- ☐ MATERIAL HANDLING/IN & OUT
- ☐ RENTAL FURNITURE & CARPET
- ☐ SIGNS
- ☐ OTHER (Please specify)

THIRD PARTY AGENT:

CREDIT CARD ACCOUNT NO._____

EXPIRATION DATE ___/___VERIFICATION CODE ___/___/___/___

☐ PERSONAL CREDIT CARD ☐ COMPANY CREDIT CARD

CARDHOLDER'S NAME _____

AUTHORIZED SIGNATURE _____

PRINT NAME _____

COMPANY NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

We have read, understand and agree to all terms as described *above* and have advised our show site representative accordingly.

Exhibitor Signature:_____ ***Print Name:***_____ ***Date:*** _____

(Please Print)

NAME OF CONVENTION **2015 MID-CONTINENT DENTAL CONGRESS** BOOTH # _____

FIRM NAME_____ PHONE #_____ FAX #_____

ADDRESS_____ CITY_____ STATE_____ ZIP_____

BY_____EMAIL_____

NAME_____ DATE _____

(Signature)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your Files

PP/TPA

Remit To:

HERITAGE
EXPOSITION SERVICES
620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

EXHIBIT LABOR ORDER FORM

DISPLAY LABOR FOR INSTALLATION & DISMANTLE OF EXHIBITS

The enclosed credit card authorization form must be completed and returned when ordering Exhibit Labor. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

RATES:

STRAIGHT TIME (One hour minimum per man).....**$62.75 PER HOUR**
8:00 A.M. to 4:30 P.M. Monday through Friday

OVERTIME (One hour minimum per man).....**$94.13 PER HOUR**
After 4:30 P.M. to 8:00 A.M. Monday – Friday and all hours on Saturday and Sunday

Starting time can be guaranteed only in those instances where men are requested for the start of the working day, which is 8:00 a.m. The minimum charge for one hour per man will apply and time will commence in accordance with exhibitor's request. Failure to call for labor at requested time will result in a one hour charge per man requested unless 48 hour advance notice is provided. Individual workmen's interpretations of plans diagrams, photos, and their speed of installation and dismantling cannot be guaranteed to conform to your estimate or past experience.

INSTALLATION

☐ **ERECT EXHIBIT UNDER HERITAGE SUPERVISION**

Heritage will supervise the installation of your exhibit, however, specific instruction, blueprints, etc., should be provided to to facilitate an economical, correct installation. A supervision charge of 30%, minimum charge $45.00, will be added to your labor invoice.

No of men _____ Estimated hours each man _____ Total hrs ____ X rate ST/OT ____ + 30%____ = _____

Please complete the reverse side of this form

☐ **FURNISH LABOR TO ERECT EXHIBIT UNDER EXHIBITOR'S SUPERVISION**

Have _____ (No.) of men available as close as possible to _____ (A.M.-P.M.) on _____ (Day)_____ (Date) to erect exhibit under exhibitor's supervision. Exhibitor must check in at service desk to obtain labor.

No. of men _____ Estimated hrs each man _____ Total hrs _____ X rate ST/OT _____ = _____

DISMANTLE

☐ **DISMANTLE EXHIBIT UNDER HERITAGE SUPERVISION**

Heritage will supervise the dismantling of your exhibit, when crates are returned. Make sure complete outbound shipping information has been given to the freight service desk. A supervision charge of 30%, minimum charge $45.00, will be added to your labor invoice.

No of men _____ Estimated hours each man _____ Total hrs ____ X rate ST/OT ____ + 30%____ = _____

Please complete the reverse side of this form

☐ **FURNISH LABOR TO DISMANTLE EXHIBIT UNDER EXHIBITOR'S SUPERVISION**

Have _____ (No.) of men available as close as possible to _____ (A.M.-P.M.) on _____ (Day) _____ (Date) to dismantle exhibit under exhibitor's supervision. Exhibitor must check in at service desk to obtain labor.

No. of men _____ Estimated hrs each man _____ Total hrs _____ X rate ST/OT _____ = _____

ESTIMATED TOTAL _____

NAME OF CONVENTION **2015 MID-CONTINENT DENTAL CONGRESS** BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

Mail This Form Promptly To The Address Above-Retain One Copy For Your File

424099.HIS

(CONTINUED ON NEXT PAGE)

COMPANY NAME _____
BOOTH # _____

PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY HERITAGE I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING INFORMATION

Carrier_____ Carrier Phone Number _____

Shipped to: Warehouse _____ Show Site _____ From: City/State _____Date _____

Total No. of: Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____

SET-UP INFORMATION

Set up Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____

Carpet: With Exhibit _____ Rented From Heritage _____ Color _____ Size _____

Electrical Placement: Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments:_____

_____

Graphics: With Exhibit _____ Shipped Separately _____

Comments:_____

_____

Special Tools/Hardware Required: _____

_____

OUTBOUND SHIPPING INFORMATION:

Ship To:_____

_____

_____

_____

Method: ☐ Common Carrier ☐ Air Freight ☐ Van Line ☐ Other (Specify)

Carrier:(If Known) _____

Freight Charges: ☐ Prepaid ☐ Bill To: _____

☐ Collect _____

_____

Please note: Heritage will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel, nor for concealed damage which may occur during shipping.

SPECIAL INSTRUCTIONS/COMMENTS:

_____

_____

_____

_____

_____

PLEASE PROVIDE AN EMERGENCY CONTACT:

Name_____Phone No._____

Remit To:

HERITAGE
EXPOSITION SERVICES
620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

SIGN SERVICE ORDER FORM

Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

STANDARD SIZE SIGNS

	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
7"X11"	____@	41.25	53.65 =	$_____
7"X44"	____@	48.75	63.40 =	$_____
11"X14"	____@	48.75	63.40 =	$_____
14"X22"	____@	56.25	73.15 =	$_____
14"X44"	____@	66.75	86.80 =	$_____
22"X28"	____@	66.75	86.80 =	$_____
28"X44"	____@	90.00	117.00 =	$_____
40"X60"	____@	139.50	181.35 =	$_____
Easel Back	____@	7.50	9.75 =	$_____
Sentra	___x___@	16.50 sq.ft.	24.75 sq. ft =	$_____

DIGITAL GRAPHICS

Heritage has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four–color, photo-quality, high resolution digital printing in virtually any size for banners, signage, exhibit graphics and more.

_____L X_____W = sq. ft.

sq. ft. _____ x $12.75 = $ _____

- **$12.75 per sq. ft. (standard price $16.55)**
- **Minimum order 9 sq. ft. (1296 sq. in.)**
- **Double sq. ft. for double-sided graphics**
- **Round sq. ft. to next whole increment**
- **File conversion, retouching, cloning or color correcting may incur additional labor charges**

Any art designs are inclusive of the above prices. Please send any **high quality files** sized appropriately or able to be proportionately enlarged with the **fonts embedded or outlined**. If text is to be edited by Heritage then please send the font files as well. Preferred files are high resolution PDF's**.**

INDICATE YOUR SIGN COPY HERE

*Please feel free to attach additional sign copy on separate page.

Vertical ☐ Horizontal ☐ Easel Back ☐

Color of Background_____

Color of Lettering_____

Note: File conversion, retouching, cloning or color correcting may incur additional labor charges.

SETUP/COMPUTER LABOR

Straight Time - $88.00 Overtime - $156.00

Double Time - $176.00 **TOTAL** _____

(PLEASE PRINT)

NAME OF CONVENTION **2015 MID-CONTINENT DENTAL CONGRESS** BOOTH # _____

FIRM NAME_____ PHONE #_____ FAX # _____

ADDRESS_____ CITY_____ STATE_____ ZIP _____

BY_____ EMAIL_____

NAME_____ DATE _____

(SIGNATURE)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File.

SS-H

Dear Exhibitor,

Congratulations on your decision to be an exhibitor at the St. Charles Convention Center!

The St. Charles Convention Center is the exclusive provider of utility and booth cleaning services for the facility. To order services, please complete and return the order forms located in this packet or visit www.stcharlesconventioncenter.com to order utilities online. Be sure to read all the materials carefully. Payment must be made by Visa, Mastercard, American Express, Discover, certified check or money order. Please note that ordering your items in advance will save you a substantial amount of money. In order to receive the advance discounted prices, full payment must be received 14 days prior to the first scheduled move-in date of the show.

NOW offering online ordering for Electricity and Internet!

Additional features for being an exhibitor at SCCC include:

- **Concessions Discounts**
  15% discount on purchases at our Cyber café and St. Charles Café located at Center Hall. Simply show your exhibitor badge to take advantage of the discount.
  Discount does not apply at specialty kiosks or to alcoholic beverages.
- **Exhibitor Meal Delivery Service**
  The Exhibitor Meal Delivery Order Form allows you to order lunch prior to move in and have it delivered right to your booth.
- **Convenient Parking**
  Parking Lot C is located next to the exhibit hall, creating a convenient parking lot for exhibitor passenger vehicles, during exhibit shows. Larger vehicles such as trucks, trailers, buses, etc. must utilize Parking Lot D.
- **Marketing and Advertising**
  Utilize our in-house marketing department to drive traffic to your booth with our internal flat panel displays and for other graphic design needs. Call 636-669-3009.
- **Miscellaneous Services**
  Utilize our preferred vendors for discounted rates on **printing** and **rental car** needs.
  Call 636-669-3009 to receive these discounted rates.

Please contact your show promoter for specific shipping details. SCCC will not receive or send out shipments for events when an outside decorator has been contracted

We are looking forward to a successful show for all. If you need additional assistance, please contact our Exhibitor Services Department at (636) 896-1801 or exhibitorsvs@scmocc.com. All forms and upcoming events can be found on our website at www.stcharlesconventioncenter.com.

Sincerely,

The St. Charles Convention Center

March 2012

Exhibitor Meal Delivery Order Form

Event Name: _____

Company Name:_____

Booth Number #:_____

On-site Contact:_____

Phone Number: _____

Email Address: _____

Delivery Date: _____ **Lunch** **or** **Dinner**
(Please complete one form per day) **(11:30a-12:30p)** **(4:30p-5:30)**

All meals include Bag of Chips, Cookie, and (1) 20 Oz. Soft Drink or Water for $11.00

_____ Home-style Chicken Salad Sandwich

_____ Smoked Turkey Sandwich

_____ Ham and Cheese Sandwich

_____ Gourmet Roast Beef and Cheddar Sandwich

_____ Grilled Chicken Caesar Salad

_____ Roasted Vegetable Sandwich

_____ Pepsi

_____ Diet Pepsi

_____ Mountain Dew

_____ Sierra Mist

_____ Water

PAYMENT INFORMATION		
Credit Card Type:	**Credit Card Number:**	
Expiration Date:	**Security Code** (Last 3 digits on back of card or 4 digits on front of Amex.)	
Name on card (Please Print)		
Signature		**Date**
Billing Address:		
City:	**State:**	**Zip:**

All orders must be placed **by Noon 48 hours before the show opens.** Orders for multiple days must be placed with your first order using a separate form for each day. **All meals must be pre-paid**. Tax has already been included. **Fax completed order form to 636-896-1802.**

Questions please call 636-669-3011 or email exhibitorsvs@scmocc.com **07/2015**

SCCC POLICIES AND PROCEDURES

Alcohol
No alcoholic beverages may be brought into, or taken from the SCCC. No alcoholic beverages may be consumed in any of the SCCC parking lots unless it is being served by the SCCC staff.

Animals
With the exception of ADA service animals or animals used as part of SCCC approved exhibits or events, animals area not permitted in the Facility. The ADA defines a service animal as any dog that is trained to do work or perform tasks for a person with a disability. A written request must be presented to the General Manager or designee no later than 30 days prior to the event. When any approved display includes pens or enclosures containing live animals, the following minimal provisions must be made:

- A protective coating such as plastic or visqueen must be used to protect all floors and equipment
- Absorbent (i.e. saw dust or fire retardant wood shavings) must be placed within the pens
- Curbing or bike rack must be provided to contain animals
- Animals must be supervised at all times
- Provide clean up and proper disposal of absorbents and waste

Licensee will adhere to all other safety measures as required by Operator. Animals are not permitted within 50 ft. of any food prep or service area, unless they are ADA service animals. Licensee is responsible for ensuring that any approved use of animals within the Facility is also in adherence to any and all applicable local, state and federal laws.

Booth Cleaning
SCCC offers exclusive exhibitor booth cleaning services to all shows. Booth cleaning will be performed by SCCC staff. Services can be ordered by exhibitors utilizing the forms available in the exhibitor packet on our website

Bulk Trash
We ask you to take responsibility for removal of bulk trash prior to, during, and after the show. Bulk trash items include crates, pallets, boxes, or any items not easily removed by a push broom or vacuum. All exhibitor trash is to be removed and cardboard is to be broken down and disposed of properly. Any costs incurred by the SCCC for bulk trash removal will be charged to show management at the prevailing rate.

Compressed Gases
Compressed flammable gases are prohibited without prior written approval of the General Manager and the Fire Marshal. This includes acetylene, hydrogen, propane and butane. All requests to use such gasses must be submitted to your Event Manager no later than 30 days prior to the event. Vehicles or equipment fueled by LP gas, such as forklifts, may be used during move in and move out only. The vehicles may not be operated during event hours. Vehicles used must comply with NFPA #58 regarding the storage, handling, transportation, and use of LP-Gas.

Concessions
The Center can provide concessions, as well as banquet service, snacks, luncheons, and beverage service. These services are provided exclusively by the SCCC. **No outside food or beverage is allowed in the SCCC.**

Cooking Demonstrations
Cooking demonstrations or commercial cooking must be approved in writing by the SCCC. Once permission is obtained, all cooking devices and operations shall comply with NFPA, Life Safety Code, 2000 edition. All coking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal and installed in accordance with the provisions of the City Building and Fire Codes. Cooking equipment shall be placed on a noncombustible surface, such as metal, hardwood board or glass and be separated from other equipment by a minimum horizontal distance of 2 ft. Countertop fryers not exceeding 288 sq. inches and single well may be used without the necessary ventilating hood and surface protection equipment, provided there are two (2) ten (10) lb B.C. extinguishers positioned on each side of fryer. All cooking appliances shall be listed by a NATIONAL TESTING AGENCY, i.e. Underwriters Laboratory or Factor Mutual. All equipment shall

have regulator(s) at appliance and gas cylinder(s). All supply lines (tubing or hoses) shall be lead-tight and in good repair. Hoses shall be listed for the type of product it supplies.

Decorations
Decorations may not be taped, nailed, tacked or otherwise attached to surfaces or fixtures (i.e. ceilings, glass, doors, columns, walls, etc.). Items such as glitter, confetti, rice, birdseed, sand, dirt, moss and mulch are not permitted on any carpeted areas. All decorations, including but not limited to, drapes, table coverings, skirts, carpet, signs, banners, acoustical materials, straw, bamboo, fabric, linen and similar decorative materials must be rendered flame retardant. Proof of satisfactory flame retardant treatment is required, and must be maintained within the specific exhibit area for inspection. If proof of satisfactory flame retardant treatment is not present, a sample of the decorative material must be made available for flame testing by the Fire Marshal. Items that cannot be treated to meet requirements, such as, but not limited to, oilcloth, tarpaper, nylon, plastic cloth, and certain other plastic materials, are prohibited.

Candles may be used only on tables when securely supported on substantial noncombustible bases so located as to avoid danger of ignition of combustible materials and only if approved in writing by the SCCC Director of Event Services. The candle flame must be protected.

Exterior Doors
Exhibitors should only use entranceways designated for loading exhibit materials in and out. For security reasons, other exterior doors may not be propped open for any reason.

Fire and Safety Requirements
The provisions of the National Fire Protection Association (NFPA) 101 Life Safety Code 2000 edition and the NFPA Fire Prevention Code, 2000 edition for public assembly facilities have been established as a standard for review of occupancies and events in the SCCC. The information contained in this outline is a summary of relevant provisions contained in these Codes as well as standard operating procedures established in cooperation with the Fire Marshal of the City of St. Charles.

a) All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flame proofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flame proofing effect.)
b) All exits, hallways, and aisles are to be kept clear and unobstructed at all times.
c) A 20' roadway shall be maintained for fire equipment access to all parts of the building.
d) No part of a stairway, whether interior or exterior, hallway, corridor, vestibule, balcony, or bridge leading to a stairway or exit, shall be used in a manner that will obstruct its use as an exit or that will present a hazardous condition.
e) Storage of any kind is prohibited behind back drapes & display walls or inside display areas. All cartons, crates, containers, and packing materials that are necessary for re-packing shall be removed from the show floor. The SCCC inspects all exhibits to ensure compliance.
f) Crates, packing materials, wooden boxes and other highly combustible materials may not be stored in the SCCC. All outside displays that are under the cover of the building roof or extension of the roof or porch area shall be governed by the same rules of an inside display.
g) No exit doors shall be locked, bolted, or otherwise fastened or obstructed at any time the SCCC is open to the public. Moreover, it shall be unlawful to obstruct or reduce passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
h) All sawdust and shavings shall be thoroughly treated with an approved flame-retardant product, stored and maintained in a manner approved by the Fire Marshal.
i) Compressed cylinders shall be used, handled and stored in accordance with applicable fire code requirements. The 1997 Uniform Fire Code is not applicable.
j) No unauthorized persons are to alter, remove, deface or tamper with any required fire safety equipment contained with the SCCC. These items include the fire sprinkler system, fire alarm system, emergency lights or exit signs, portable fire extinguishers, exit doors, or other related safety equipment.
k) The use of Liquefied Petroleum Gases (LPG) inside building, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the SCCC, and the Fire Marshal. Maximum LPG allowed for exhibition purposes is a 16-oz. non-refillable cylinder. There may be a maximum of 24 containers stored in any one location.
l) All standpipe, fire hose cabinets, hydrants, & fire department connections shall be kept clear and unobstructed.
m) The SCCC along with the Fire Marshal shall check egress of the facilities before it is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened, or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.
n) No curtains, drapes, or decorations shall be hung in such a manner as to cover any exit signs.
o) No person shall interfere with the City Fire Rescue Department when performing emergency and non-emergency functions at the SCCC. All orders issued by a member of the Fire Rescue Department shall be obeyed immediately.
p) No overcrowding of any area of the SCCC will be allowed. Persons shall not be in excess of posted occupant loads, nor can persons stand in aisles, or block exits.

q) The City Fire Chief or Fire Marshal has the authority to require Fire Rescue personnel to stand-by during certain events at the SCCC.

r) Explosives and blasting agents shall be prohibited. Ammunition and pyrotechnics may be allowed under certain conditions: but only with the advance approval of the SCCC and the St. Charles Fire Marshal's Office. If pyrotechnic materials are used/fired within the building a Fireworks Permit will be required with the following parameter:
   1) 15-day minimum application period (State Law)
   2) Licensed explosive handler required
   3) $1,000,000 liability insurance

Written authorization from SCCC General Manger and the Fire Marshal is required for the following:

- *Exhibit booths which have enclosed ceilings, upper decks or any large overhead advertising device in excess of 100 square feet;* these require the use of perforated or porous materials that will not obstruct fire sprinkler protection. The City of St. Charles Fire Marshal requires such booths to be equipped with portable fire extinguishers, as well as an automatic smoke detection system.
- *Display and operation of any heater, heat producing or open flame devices such as barbeques, candles, lanterns, torches, fireplaces, etc.* Candles may be used on tables if securely supported on substantial noncombustible bases so located as to avoid danger of ignition of combustible materials and only if approved by the authority having jurisdiction. The candle flame shall be protected.
- *Display and operation of any electrical, mechanical, or chemical devices* which may be deemed hazardous by the City of St. Charles Fire Marshal.
- *Use of storage of flammable liquids, compressed gas, or dangerous chemicals.*

Floor Covering
Displays including, but not limited to, those utilizing soil, humus, water or other landscaping materials and displays containing live animals must take appropriate steps to protect the Facility surfaces and equipment. A protective coating must be used on the floor, such as heavy plastic, visqueen or similar strength material.

Fog/Smoke Machines
For public safety fog/smoke machine usage is restricted to water-based chemicals. Approval must be obtained from the SCCC and the Fire Marhsal's office during the event permit process.

Food & Beverage Sampling
Food & beverage samples may be no greater than 2 oz. Items must be manufactured, processed, and distributed by the exhibiting firm and must be related to participation in the event. Sales of food & beverage items that are larger than 2 oz. in size & are designed for on-site consumption, may be permitted, but must be pre-approved by the facility and are subject to a 35% concessionaire fee. Additionally all unsealed food products intended for sale requires a health permit. Securing of all necessary licenses and permits is the responsibility of the exhibitor. In some instances a permit may not be required for sampling. Please refer to the F&B Vendor Packet for additional information. Exhibitors are responsible for complying with all St. Charles City & St. Charles County Health Department regulations regarding food sampling, storage, equipment, temperature, etc. If an exhibitor is not in compliance or does not obtain the proper licenses or permits, the Health Department can shut down the booth. A Food & Beverage Vendor Packet should be obtained from the Facility Event Manager.

Alcohol sampling is also limited to 2 oz samples and does not require a health permit. Exhibitors who plan to distribute samples must display a liquor license and have the presence of an SCCC bartender (2 hour minimum). Sale of alcoholic beverages by the drink is prohibited. Bottled wine which is sealed will be permitted for sale once the show promoter has secured a promoters permit from the City of St. Charles. Each individual vendor selling wine by the bottle must be listed on the promoter's permit.

For public health reasons, restrooms, concession stands, facility kitchen and janitorial closets, may not be used as exhibitor clean-up areas. Costs associated with the disposal of trash, waste, grease from exhibitor sampling are the responsibility of the exhibitor.

Hazardous Materials
These include, but are not limited to: open flames, hot coals, natural gas hook-ups, compressed gas cylinders (such as propane, butane, hydrogen and acetylene), gasoline, radioactive material, and/or any flammable, combustible or toxic liquid, solid or gas. The use of hazardous materials is not permitted without the written approval of the SCCC and the Fire Marshall.
(cont on next page)
All requests to use such gasses must be submitted to your Event Manager no later than 30 days prior to the event.
Once approval is obtained, only a limited supply of the material to be demonstrated is allowed in the building. Excess fuel and cylinders must be properly stored outside of the exhibit hall. All transferring of fuel must be done with safety cans. All

compressed gas cylinders must be securely anchored. Aerosol cans and other products containing flammable or combustible ingredients are not permitted in the exhibit area unless empty.

All demonstrations using hazardous materials must be approved by the Fire Marshall at least five days prior to the event. They include, but are not limited to: welding, brazing, laser cutting, LP gas cooking and heater demonstrations. Plexiglas shields or other protections must be utilized wherever sparks may be emitted or injury to bystanders could occur. Material–specific fire extinguishers must be nearby. Vehicles used must comply with NFPA #58.

Helium Balloons
Helium balloons are not allowed to be displayed in the Pre-function/Foyer spaces of the SCCC. However, they are allowed in the Grand Ballroom and Meeting Rooms with a $100 deposit. If any balloons become loose & require retrieval by the SCCC staff, a $25 removal fee will be charged for the first balloon and $5 for each balloon thereafter. Helium balloons are ONLY allowed in the Exhibit Hall if assembled by a licensed and insured Balloon Artist. Said artist will be required to submit a $250 deposit, as well as a Certificate of Liability Insurance.

Housekeeping Services for Trade or Consumer Shows
Cleaning is provided by our staff in the lobbies and restrooms during show hours, with one general cleaning after show hours at a time scheduled with your Event Manager. This does not include show offices. Exhibit booths and/or aisle carpeting are not included unless SCCC has been contracted as the decorator for these services. If more frequent or extensive cleaning is desired, consult our Event Manager about services and rates. Exhibitors have the option of purchasing booth cleaning exclusively from SCCC.

Lighting & HVAC
Full house lighting, heating and/or air conditioning of all rented spaces are provided by the SCCC for one hour prior to and during actual hours the event is open. Work lighting and minimal heating and/or a/c will be provided in the exhibit halls during move-in and move-out.

Liquid Disposal
No oils, combustibles, or any liquids other than water may be poured in the SCCC drainage or sewer systems. No tools, machines, cookware, or any other items may be emptied, washed, or rinsed in the SCCC restrooms. Fountains, aquariums, pools, etc. may not be filled from SCCC restrooms or janitorial closets. For water fills or drains, please fill out the order form enclosed.

Loading Dock Policy
SCCC security is required for all move in and move out times on the dock. The guard will be scheduled 30 minutes prior to move in/out times and will be onsite until the process is complete. There is a 4 hour minimum of all SCCC staffing. Exhibitors may choose to load/unload uncrated materials from any vehicle not requiring a commercial license including rental vans, mini-vans, station wagons and pick-up trucks. The use of mechanical equipment (i.e. forklifts, pallet jacks, lifts, etc.) by exhibitors is prohibited. Forklift use in the facility is restricted to SCCC forklift with driver or the use of an outside forklift driven by a certified union driver. All freight brought into the facility on carts or dollies must be brought in through the loading docks. ONLY hand-carried items may be brought in through the public entrances. Please use the freight elevator for movement of freight from level to level; passenger elevators & escalators are NOT to be used. Damage to the facility will be charged to the customer.

The registered Exhibitor may perform all setup/teardown of their booth, displays, and/or product materials (including the use of power tools) subject to safety policies established by the SCCC. However, shows which have contracted with a decorator may be bound by terms of that contract, including restrictions on Exhibit Appointed Contractors. In addition, there may be certain instances where the use of SCCC labor or union labor is required.

Parking
Parking at docks is permitted for loading & unloading only & is time-limited. All other parking on docks is prohibited. Exhibitor parking is available in Parking Lot C, just south of the Exhibit Halls. All trailers, vehicles that require multiple parking spaces (which include but are not limited to semi-trucks, busses, & uninhabited RVs or campers) must park in Parking Lot D. No RVs or campers, which are inhabited overnight, will be allowed to park in SCCC parking lots.

Shipping/Freight
When a contracted decorator is being used shipments may only arrive at SCCC on the first move-in day and must be routed to the attention of the show or contracted decorator. Any shipments that arrive prior to the first move-in day will be refused. A representative MUST be present to receive all shipments. All equipment, freight, decorations, and miscellaneous items must be removed from the premises at the expiration of the Licensee's contract. Items left behind will be treated as abandoned and disposed of as the facility sees fit. The SCCC is not responsible for lost or misplaced freight. The SCCC is not responsible for any materials left unattended.

Smoking
For the benefit of our patrons, exhibitors, and employees, and in compliance with state and local laws, the SCCC is a non-smoking facility. Smoking is not permitted anywhere in the SCCC. We do not restrict smoking in outdoor areas of our premises, and are grateful for everyone's cooperation in preventing litter and inconvenience to others. Our goal is to create a pleasant and healthy environment for everyone, and we ask your help in informing exhibitors and patrons about this policy.

Tape Removal
Customer is responsible for the removal of all tape and residue marks from the exhibit hall and pre-function floors. The repair cost for any damage caused to a surface by the use of inappropriate cleaning chemicals or tools will be billed to the customer. The use of high residue tape is prohibited on any carpeted, tiled, concrete, or hardwood surface.

Utility Services
All service connections and overload protection equipment must be installed and removed by the SCCC. Any connections requiring 208v will require a 2 hour minimum charge for an electrician. All equipment and material furnished shall remain the property of the SCCC and shall be removed only by the Operations department at the close of the show. See enclosed order form for available electrical services. Booth power will be turned on 1-hour prior to each day's show and turned off 30 minutes after closing. Written requests should be made to the SCCC for installation of equipment with special voltage and/or other specialized power requirements. These requests should be received at least 30 days prior to the first scheduled move-in day.

Rates quoted for booth connections cover the cost of bringing one electrical service connection to the back wall of the exhibit booth or other location determined convenient by the SCCC electricians. These rates do not include connecting equipment, wiring or taping electrical cords to meet safety requirements, special placement, or relocation of service; these services are available for an additional charge. Anything requiring 24-hour current must be ordered in advance and clearly marked on the Electrical Service Order Form.

Orders will be processed and installed in a first-come, first-serve basis, or as we determine most convenient. Service will begin on the start date and end after the close of the show, unless special arrangements for early or late connection/disconnection have been made. If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day, a 90% refund will be given. If cancellation occurs before installation and in 6 days or less than the first scheduled move-in day, a 75% refund will be given. If cancellation occurs after installation or after the start of the first scheduled move-in day, no refund will be given.

Non-exhibit and "non-production" use of the prefunction, ballroom, or meeting room permanent 120V electrical outlets is included in meeting room rental, subject to review. Electrical service for exhibit booth space, staging, lighting or other production lighting must be ordered through SCCC. All electrical equipment must be properly tagged or marked as to the type and amount of current, voltage, phase, frequency, horsepower, etc. The use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs is prohibited. All extension cords must be 120 Volt three pronged, grounded cords. All exposed non-current carrying metal parts of fixed equipment must be grounded. All equipment, regardless of power source, must comply with local, state, and national safety codes.

The SCCC reserves the right to refuse any connection or equipment that is deemed unsafe. Obstructions blocking utility floor boxes are subject to relocation as necessary. The SCCC Operations department is authorized to cut floor coverings to permit installation of service unless otherwise directed. The SCCC cannot accept responsibility for voltage fluctuation or power failure due to temporary conditions beyond our control. For your protection, we advise installing a surge protector on all your computers and other sensitive equipment. We will not be responsible for damage or loss to any equipment, components, computer hardware, software or data, or injury to any person caused by the unauthorized installation of any equipment, connection to service, or wiring of any equipment by persons other than SCCC house electricians.

Vehicles
Vehicles are not permitted within the Facility for loading and unloading without the prior authorization of your Event Manager. All approved vehicles must be attended while in the Facility and may not have the motors running while stationary. All such vehicles must be removed prior to the opening of the event. All gasoline and diesel powered vehicles and equipment on display inside the facility shall have no more than ¼ tank or (5) gallons, which ever is less, of fuel in the tank; all fuel tanks shall be locked or effectively sealed and at least one battery cable shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency. Placement of display vehicles in carpeted areas requires prior written approval of the General Manager or designee. Carpeting or visqueen must be placed underneath the vehicle for any possible leakage.

For the safety of all exhibitors, employees, and guests, carts, forklifts, bicycles, etc. are not permitted on carpeted areas. No liquid fuel powered vehicles should be operated outside the exhibit halls due to noise, air pollution, and fire hazard. Forklifts are not permitted in the ballroom, pre-function space, or meeting rooms.

Water Fills & Drains
Tanks, drums, barrels, and other containers requiring water fill and drain exceeding 10 gallon capacity must be filled and drained by house engineers and are subject to a service charge. All fountains or other decorative water containers must be waterproof and of sufficient density to avoid leaks. Plastic must be placed underneath the display for additional protection. All water displays must be pre-approved by the General Manager or designee. We reserve the right to fill any container that shows sign of leakage or is otherwise deemed inadequate by a house engineer. Containers showing signs of leakage will be drained by a house engineer without prior notice.

Exhibitor assumes responsibility for any damage to SCCC facilities caused by faulty exhibitor equipment or negligent operation of exhibitor equipment. We cannot accept responsibility for pressure fluctuations due to temporary conditions beyond our control. For your protection, we advise installing appropriate regulators on any connection requiring critical control of pressure, moisture content, etc. We will not be responsible for damage or loss to any equipment or components or injury to any person caused by the unauthorized installation of any equipment, connection to service or interconnection of any equipment by persons other than house engineers.

Welding
For public safety reasons, the use of welding equipment and cutting equipment must be approved by the SCCC and the Fire Marshal. The following requirements must be adhered to:

- Cutting and welding equipment must be in good condition
- No combustibles or flammables can be within 35 ft. of work site. When 35 ft. cannot be obtained, protective covers, fire resistant shields, or guard must be used.
- All wall and floor openings within 35 ft. of the site must be tightly covered to prevent the passage of spark to adjacent areas.
- Cylinders containing compressed gasses for use at the site shall not be charged in excess of one half (1/2) their maximum capacity. Total gas capacity of cylinders is limited to 2500 cubic ft.
- Beyond the cylinders connected for use, additional cylinders may be stored at the site to furnish approximately one day's consumption. Other cylinders shall be stored in an approved storage area.

ST. CHARLES CONVENTION CENTER

1 CONVENTION CENTER PLAZA
ST. CHARLES, MO 63303

ORDER ELETRIC, ANALOG PHONE LINE, AND INTERNET ONLINE: WWW.STCHARLESCONVENTIONCENTER.COM
PHONE: (636) 896-1801 FAX: (636) 896-1802 EMAIL: exhibitorsvs@scmocc.com

EXHIBITOR SERVICES ORDER FORM

Event:	**Company Name:**
Event Dates:	**Mailing Address:**
Exhibit Location/Booth:	**City:** **State:** **Zip:**
Ordered By:	**Phone:** **Fax:**
On-Site Contact:	**E-mail:**

ADVANCED PRICING IS VALID WITH FULL PAYMENT RECEIVED 14 CALENDAR DAYS PRIOR TO EVENT MOVE IN.

ELECTRIC

EQUIPMENT	QTY	14 DAY ADVANCE PRICE	REGULAR PRICE	TOTAL	24 HR ?
120 V-SINGLE PHASE 10 AMPS (960 WATTS)		$ 65	$ 90		Y or N
120 V-SINGLE PHASE 20 AMPS (1920 WATTS)		$ 90	$ 120		Y or N
POWER STRIP		$25			
24 HOUR POWER = TOTAL PRICE OF OUTLETS _____ X .5					

Power turned on daily (1) hour prior to event opening and off (30) mintues after closing.
Order 24 hour power if overnight service is required.

Electric Subtotal $

208V ELECTRIC

208 V-SINGLE PHASE 30 AMPS		$ 175	$ 250		Y or N
208 V-THREE PHASE 30 AMPS		$ 200	$ 270		Y or N
208 V-SINGLE PHASE 50 AMPS		$ 300	$ 370		Y or N
208 V-THREE PHASE 50 AMPS		$ 325	$ 400		Y or N
208 V-SINGLE PHASE 100 AMPS		$ 400	$ 560		Y or N
208 V-THREE PHASE 100 AMPS		$ 425	$ 585		Y or N
208 V-THREE PHASE 200 AMPS		$ 600	$ 760		Y or N
24 HOUR POWER = TOTAL PRICE OF OUTLETS		X .5			
ELECTRICIAN- **2 HOUR MINIMUM FEE PER CONNECTION REQUIRED**		$85 /hr	$95 /hr		

NEMA PLUG # IF AVAILABLE #

208V Electrical Subtotal $

TELECOM

EQUIPMENT	QTY	14 DAY ADVANCE PRICE	REGULAR PRICE	# of Days	TOTAL
WIRELESS INTERNET (PER DAY; PER DEVICE)		$ 50	$ 50		
WIRED INTERNET (PER DAY; PER DEVICE)		$ 50	$ 50		
ADDITIONAL IP ADDRESSES		$ 75	$ 100		
PRIVATE SECURED NETWORK (Addition to initial connection)		$ 25	$ 75		
ANALOG DIRECT PHONE LINE Dial 9 to get outside line		$ 125	$ 150	**1x fee**	
CABLE TV (TV must be cable ready)		$ 75	n/a	**1x fee**	
IT Technician (15 minute minimum)		$ 60/hr	$ 60/hr		

Telecom Subtotal $

A/V SERVICES **

Monitors/VCR/Other					
32" HD LCD TV w/ DVD		$ 175	$ 200		
CD Player/DVD Player		$ 50	$ 75		
Projectors- higher output available					
SVGA LCD projector (1200 Lumen)		$ 190	$ 210		
XGA LCD projector (3000 lumen)		$ 400	$ 425		
Screens - larger sizes available					
6' or 7' tripod w/ skirt		$ 40	$ 50		

****A/V Services are subject to a 22% Management Charge**

A/V Subtotal $
22% Management Charge
SUBTOTAL $

CANCELLATION POLICY
If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: 90% REFUND.
If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: 75% REFUND.
If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.

All terms, conditions, and rates on this form are subject to change at any time without notice.

PAYMENT INFORMATION

Please make checks payable to: ST. CHARLES CONVENTION CENTER

Credit Card Type:	**Credit Card Number:**
Expiration Date:	**Security Code (Last 3 digits on back of card or 4 digits on front of Amex.)**
Name on card (Please Print)	
Signature	**Date**
CC Billing Address:	
City: **State:** **Zip:**	

FINAL SUBTOTALS	$
x 7.45% Sales Tax	
LABOR FEES	$
NEW SUBTOTAL	$
x 1% Tourism Tax (of NEW subtotal)	
GRAND TOTAL	$

December-14

ST. CHARLES CONVENTION CENTER
EXHIBITOR SERVICE ORDER FORM

1 CONVENTION CENTER PLAZA
ST. CHARLES, MO 63303
WWW.STCHARLESCONVENTIONCENTER.COM
PHONE: (636) 896-1801 FAX: (636) 896-1802 Exhibitorsvs@scmocc.com

CLEANING & WATER SERVICES

Event:	**Company Name:**
Event Dates:	**Mailing Address:**
Exhibit Location/Booth:	**City:** **State:** **Zip:**
Ordered By:	**Phone:** **Fax:**
On-Site Contact:	**E-mail:**

ADVANCED PRICING IS VALID WITH FULL PAYMENT RECEIVED
14 CALENDAR DAYS PRIOR TO EVENT MOVE IN

√	OPTION	Cleaning Services*	14 DAY ADVANCED PRICING		REGULAR PRICING		
	1	Initial vacuum before first show / event day only	$0.25	per sq ft	$0.30	per sq ft	Single Service
	2	Daily vacuum of booth for all show / event days (Includes #1 above)	$0.20	per sq ft	$0.25	per sq ft	Per Day
	3	Daily vacuum and Cleaning Service Includes #1 & #2 above PLUS periodic carpet sweeping of booth and wastebasket pick-up	$0.50	per sq ft	$0.60	per sq ft	Per Day

* Rates do not apply to food shows

Note: Amount must be based on a minimum of 100 sq ft. per single booth

Please compute cost below:

Booth Size _____ (Length) X _____ (Width) = _____ **Total Sq. Ft. (Min 100 Sq. Ft.)**

_____ (Total Sq. Ft. (Min 100 Sq. Ft.)) x _____ (Rate per Sq. Ft.) x _____ (# of days) = $ _____ **Total**

WATER	QTY	14 DAY ADVANCE PRICE	REGULAR PRICE	TOTAL
Water Connection: One Time Fill, & Drain (11-1,000 Gallons)		$ 150	$ 185	
Water Connection: One Time Fill, & Drain (1,000 + Gallons)		$ 250	$ 300	

PAYMENT INFORMATION

Credit Card Type:	**Credit Card Number:**
Expiration Date:	**Security Code (Last 3 digits on back of card or 4 digits on front of Amex.)**
Name on card (Please Print)	
Signature	**Date**
Billing Address:	
City: **State:** **Zip:**	

CANCELLATION POLICY
If cancellation occurs more than 6 days prior to the first scheduled move-in day: 90% REFUND.
If cancellation occurs 6 days or less prior to the first scheduled move-in day: 75% REFUND.
If cancellation occurs after the start of the first scheduled move-in day: NO REFUND.

All terms, conditions, and rates on this form are subject to change at any time without notice.

Please make checks payable to: St. Charles Convention Center

Total Sales	$
x 7.45% Sales Tax	
SUBTOTAL	$
x 1% Tourism Tax (of subtotal)	
GRAND TOTAL	$

*100 sq ft. is the minimum requirement. Additional charges may apply to larger booths.

December-14

UTILITY SERVICES
CONDITIONS AND REGULATIONS

1. **PAYMENT INFORMATION**
   a. We can accept company checks, money orders, Visa, MasterCard, Discover, and American Express for payment. Acceptance of checks and credit cards is subject to verification at our discretion. A service charge of $25.00 will be administered for each returned check.
   b. Advance service orders and payment IN FULL must be RECEIVED a minimum of fourteen (14) days prior to the first scheduled move-in date before a show. Orders submitted without full payment and orders received after the 14-day cut off date are subject to FLOOR PRICES.
   c. Arrangements for payment of Labor & Services must be made before service is installed. Payment IN FULL must be rendered before start of show unless prior arrangements have been made with the Event Services Office.

2. **RATES AND LABOR CHARGES**
   a. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and DO NOT include connecting equipment to provided services.
   b. Special placement or relocation of service will result in a labor charge. Payment IN FULL shall be rendered for such services before the start of the event.
   c. Services ordered during exhibitor move-in may not be installed before the event opens.
   d. All prices are based on current wage rates and are subject to change without notice.

3. **INSTALLATION OF SERVICES**
   a. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and DO NOT include connecting equipment to provided services.
   b. Orders will be processed and installations completed on a first-come, first-served basis, or as we determine most convenient. Earliest orders normally receive highest priority.
   c. All materials and equipment furnished by the St. Charles Convention Center for any services ordered shall remain the St. Charles Convention Center's property and shall be disconnected and removed ONLY by house staff at the close of the event.
   d. Service will begin on the start date and end after the close of the event, unless special arrangements for early connect and/or late disconnect are made.

4. **CANCELLATION POLICY**
   a. If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: 90% REFUND.
   b. If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: 75% REFUND.
   c. If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.

5. **SERVICE GUIDELINES**

   a. Electrical

   - Special voltage and/or other specialized power requirements must be received at least thirty (30) days prior to exhibitor's scheduled arrival and move-in. Electrical services available are: 120 volt AC – 1 phase 60 cycle, 208 volt AC – 1 phase and 3 phase 60 cycle, and 480 volt AC – 3 phase 60 cycle. All 208v connections will require a 2 hour electrician minimum to be paid.
   - 24-hour power will only be provided to those locations that have ordered and paid for 24-hour service. Otherwise, booth power will be turned on one (1) hour prior to each day's event opening and turned of thirty (30) minutes after closing. Only STCCC house electricians are permitted to service connections and overload protection to equipment.
   - Electrical Connections – Exhibitors or exhibitors' agents may plug into purchased outlets and connect signal wiring (i.e. antenna, audio, video, speakers) within a booth or between the exhibitor's equipment with one booth. Otherwise, under NO circumstances shall anyone other than house electricians make electrical connections. Power requirements crossing aisles will not be installed unless approved by show management AND our Event Services department.
   - Obstructions blocking utility floor boxes are subject to relocation as necessary. House electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed. Standard wall, column and permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless authorized by event service department.
   - Prohibited Usage – Use of open clip sockets, latex or lamp cord wire, or unapproved duplex or triplex attachment plugs in exhibits are prohibited.

- Equipment – All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required. 120-volt cords must be of the three-wire grounded type. All exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded. We reserve the right to refuse connection to any exhibitor whose equipment is deemed unsafe by our electrical supervisors. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without house electricians. However, all equipment, regardless of the source of power, must comply with all federal, state and local state safety codes.
- NOTICE: We cannot accept responsibility for voltage fluctuation or power failure due to temporary conditions beyond our control. For your protection, we advise installing a surge protector on all your computers and other sensitive equipment. All electrical installations and connections to electrical service must be made by a house electrician. We will not be responsible for damage or loss to any equipment, components, computer hardware, software or data, or injury to any person caused by the unauthorized installation of any equipment, connection to service, or wiring of any equipment by persons other than St. Charles Convention Center house electricians.

b. Mechanical

- Service Connection Guidelines: Under NO circumstances shall anyone other than house engineers make service connections. Service requirements crossing aisles will not be installed unless approved by show management AND our Event Services department. Obstructions blocking utility floor boxes or other service access points are subject to relocation as necessary. House engineers are authorized to cut floor coverings to permit installation of service unless otherwise directed.
- Equipment: All equipment must comply with all federal, state and local safety codes. Where applications require critical regulation of pressure, flow or moisture content, the exhibitor is responsible for supplying the necessary regulator, conditioner, etc. All equipment must be properly tagged or marked with appropriate information about requirements or tolerances regarding pressure, flow, capacity, rate of fill and/or other factors pertinent to safety. We reserve the right to refuse connection to any exhibitor whose equipment is deemed unsafe by an engineering supervisor. All materials and equipment furnished by St. Charles Convention Center for this service order shall remain St. Charles Convention Center property and shall be disconnected and removed only by house engineers at the close of the show. Tanks, drums, barrels and other containers requiring water fill and drain exceeding 30-gallon capacity must be filled and drained by house engineers and are subject to a service charge. We reserve the right to not fill any container that shows signs of leakage or is otherwise deemed inadequate by an engineering supervisor. Containers showing signs of leakage will be drained by a house engineer without prior notice.
- NOTICE: Exhibitor assumes responsibility for any damage to St. Charles Convention Center facilities caused by faulty exhibitor equipment or negligent operation of exhibitor equipment. We cannot accept responsibility for pressure fluctuations due to temporary conditions beyond our control. For your protection, we advise installing appropriate regulators on any connection requiring critical control of pressure, moisture content, etc. All installations and connections to mechanical services must be made by house engineers. We will not be responsible for damage or loss to any equipment or components or injury to any person caused by the unauthorized installation of any equipment, connection to service or interconnection of any equipment by persons other than house engineers.